

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



September 17, 1998

ALL-COUNTY LETTER NO. 98-73

REASONS FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification requested by one or more counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY REFUGEE COORDINATORS

SUBJECT: CHANGE IN PROCEDURES FOR REFUGEE RESETTLEMENT PROGRAM  
REPORTING

This letter transmits a change in the procedures counties should follow in submitting the following Refugee Resettlement Program (RRP) reports: the Caseload Movement Report (RS 51) and the Services Participation and Outcomes Report (RS 50). These mandatory reports, which were instituted with All-County Letter 96-08, dated March 14, 1996, collect data necessary for meeting federal RRP reporting requirements. All counties, regardless of whether or not they receive RRP funding, are required to submit the RS 51. This report collects data on Refugee Cash Assistance, Unaccompanied Minor, and Refugee General Assistance cases. In addition, all counties receiving RRP funding, including Refugee Employment Social Services (RESS), Targeted Assistance (TA), and/or TA Discretionary funds, are required to submit the RS 50. Counties not receiving RESS, TA or TA Discretionary funds are not required to submit the RS 50. This report is used to collect data on employability services participation and outcomes on behalf of refugees. Both reports are due on a quarterly basis and must be submitted on or before the twentieth (20th) day following the end of each quarter. Previously, these reports were submitted to the California Department of Social Services' (CDSS) Information Services Bureau. Effective immediately, both reports should be submitted to the following address:

California Department of Social Services  
Refugee Programs Branch  
Attention: Manager, Fiscal Systems and Performance Bureau  
744 P Street, M.S. 6-610  
Sacramento, CA 94244-2430

All County Welfare Directors  
All County Refugee Coordinators  
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Data for the fourth quarter of Federal Fiscal Year 1997/98 (July 1997 - September 1997) should be reported according to these new procedures. The due date for these reports is October 20, 1998. Subsequent reports will be due as follows:

<u>QUARTER ENDING</u>	<u>REPORTS DUE</u>
December 31	January 20
March 31	April 20
June 30	July 20
September 30	October 20

If you have any questions regarding this information, please contact Ms. Judi Queirolo, Manager of the Refugee Programs Branch, Fiscal Systems and Performance Bureau at (916) 654-2387.

***Original Document Signed By  
John H. Wilson on 9/17/98***

JOHN H. WILSON  
Deputy Director  
Program Planning and Performance Division

c: CWDA